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INFO 120-05 Introduction to Business Technology

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Xavier University

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COURSE SYLLABUS INFO 120 (Intro to Business Technology)

Class Information:

Class Room	Hail 15	Class Time	4:00-5:45
Instructor	Chul Ho Lee, Ph.D.	Office	Smith 221
Email	leecl1@xavier.edu	Website	Blackboard.xavier.edu
Office Hours	Tue 9am – 12am Tue 2pm – 4 pm	Phone	513-745-2938

Teaching Materials:

Text	Customize Program for INFO 120 - Introduction to Excel 2010, The Pearson
Material	Myitlab
Required	

Class mission and objectives:

Description	An introductory course that introduce basic IT processes including the use of Xavier IT resources, file management, basic Web development and Excel spreadsheet applications for business
Mission	“We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition.”
Course Objectives	Upon completion of this course the student should be able to: <ol style="list-style-type: none">1. Demonstrate basic skills for manipulating data files and using file storage resource available from on and off campus2. Demonstrate the use of library and Internet resource available at Xavier from on and off campus for doing basic electronic research3. Demonstrate skill in using Microsoft Expressions for building a basic Web site and publishing to the Xavier student Web server4. Demonstrate basic skill proficiency in Excel 2010

Class Time
Approach

Class Description:

Lecture	Students will meet in the lab for seven 1 3/4 hour sessions to complete a series of group and individual projects. Additional out-of-class time will be required. The amount of time will depend on the level of competency coming into the course. A Computer-based Training (CBT) will be used for the Excel portion of the class to allow students to move through the material and projects at their own pace.
Class Policies	<ol style="list-style-type: none">1. Regular attendance at class sessions is expected.2. Blackboard will be the primary conduit for distribution of class materials. All materials will be delivered electronically or through the CBT tool.3. All project work MUST be appropriately submitted through Blackboard or through the CBT tool.4. Project and assignment grades will be posted to Blackboard.5. You are expected to check the Blackboard site and your Xavier email on a regular basis for announcements and other extended information.
Grading	Regular projects will be assigned throughout the term with at least 1 deliverable for each class session. A team research project will be used to give you experience with team management and familiarize you with Xavier Library resources and the process of writing a fully referenced research paper. FULL PARTICIPATION in this project is absolutely critical to the successful completion of the course. The myitlab Assessment and Training Web site provides a self-paced learning environment used to gain skill proficiencies in Microsoft Office 2010 tools. A textbook with extended case

projects will accompany the CBT tool. Your final grade for the Excel portion of the class will be based on the successful completion of the CBT training sessions along with the satisfactory completion of case projects. Your final numeric grade reported to Blackboard will be the lowest score on all graded components from myitlab. This will include end-of-chapter Exams and Grader Projects (Homework). The grader projects will require the use of Excel software installed on the computer you are using. Training and testing will use a simulator and will not require Excel software.

EVALUATION: Grades will be assigned as follows

In order to getting a final passing grade, you must complete ALL of the following:

- 70% or higher average on all graded components
- Full participation in all team projects
- completion of all training exercises for Excel
- regular attendance at class sessions
- attendance at the final class session for a final review process

Class Policies

Academic Honesty:

Academic Honesty “All work submitted for academic evaluation must be the student’s own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another’s efforts is prohibited as is the use of any work untruthfully submitted as one’s own.” The penalty for violation of this policy will be a zero for that assignment if it is a first offense. Subsequent violation will result in an ***F for the course***.

Class Schedule

(This is a guide only and may be changed/updated periodically. The schedule on the Web site will reflect updates to this guide.)

Week of	Class Topics	Projects/Assignments
8/21/2012 Week 1	Course Introduction Team Formulation Intro to Excel Project	Get to know your teammates Check network drives
8/28/2012 Week 2	Campus Technology File Management Intro to Myitlab	File Management Project using Network drives Excel Chapter 1 test out using myitlab
9/04/2012 Week 3	Excel with myitlab	Excel Chapter 2 training and testing
9/11/2012 Week 4	Excel with myitlab Intro to Word Project	Excel Chapter 3 training and testing
9/18/2012 Week 5	Excel with myitlab Library Resources	Excel Chapter 4 training and testing
9/25/2012 Week 6	Excel Project Personal Website Development	Team research paper using MS word <u>Excel Project Due in Sunday</u> <u>Paper Due in Sunday</u>
10/2/2012 Week 7	Internet Resource	<u>Personal Website Development Due in Sunday</u> (post website address on blackboard.xavier.edu)